**GOVERNMENT OF ANDHRA PRADESH**
**ABSTRACT**

Court Cases - Andhra Pradesh Online Legal Cases Monitoring System (APOLCMS) - Computerization of legal case load management by Government Departments – Nomination of Nodal Officers for implementation of the APOLCMS - Orders – Issued.

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**LAW DEPARTMENT**

**G.O.Rt.No.356** **Dated: 15.12.2021.**

**Read the following:-**

1. From the OSD to Chief Secretary Note No. 55/CS-OSD/2021, Dated: 25.06.2021.
2. Minutes of the meeting on pendency of court cases held by the Chief Secretary on 12.07.2021.
3. Lr. No. 1394/LSP/2021, dated: 22.07.2021 of the Secretary to Govt., Law Department.

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**ORDER:**

In the meeting held on 12.07.2021 by the Chief Secretary with all the Special Chief Secretaries / Principal Secretaries / Secretaries to Government regarding the pendency of court cases, it was decided that the Law Department shall act as the nodal department and shall take steps to operationalise the Andhra Pradesh Online Legal Cases Monitoring System (APOLCMS) with assistance of the APCFSS duly obtaining API from the Registrar of High Court.

**2.** In pursuance of the meeting held on 31.07.2021 at Secretariat by the Chief Secretary with Principal Secretaries, Heads of Departments, Learned Advocate General, Additional Advocates General & all Government Pleaders, it was decided to create a mechanism to take proper legal recourse in litigations where the Government is the party. It was further decided that the Secretariat Departments shall nominate one Nodal Officer (Legal) at the Secretariat Level, at HOD level & at District Collectorate level. The Nodal Officer (Legal) shall be given a nomenclature by suffixing the office code given to the Department/HOD in the e-office. For example, the nomenclature for the Secretariat Nodal Officer (Legal) of Agriculture Department shall be *AGC01 Secretariat Nodal Officer (Legal)*, for the HOD Nodal Officer (Legal) the nomenclature shall be *AGC02 Agriculture HOD Nodal Officer (Legal)* & for the Guntur District Collectorate Nodal Officer (Legal), the nomenclature shall be *Guntur Collectorate Nodal Officer (Legal)*.

**3.** The Nodal Officer (Legal) so nominated shall, besides other legal issues, coordinate with the respective Department/s for obtaining information required by their respective Government Pleaders, Assistant Government Pleaders & Standing Counsels and brief them accordingly, monitor court cases through APOLCMS and update the status of each case at the end of the day.

**4.** The registration module for the Nodal Officer (Legal) is deployed in the Andhra Pradesh Online Legal Cases Monitoring System (APOLCMS) website with the link https://apolcms.ap.gov.in. The Nodal Officer (Legal) nominated at Secretariat and HOD Level should be registered by the concerned Special Chief Secretary/Principal Secretary/Secretary to Government of the Secretariat Department and the District Collector shall register the Collectorate Nodal Officer (CNO)-Legal onto the Andhra Pradesh Online Legal Cases Monitoring System (APOLCMS). Upon doing so, a message or e-mail will be sent to the Nodal Officer (Legal) nominated with a set of unique login credentials, using which they may individually access the portal to perform all the designated functions.

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**5.** All the Departments of the Secretariat shall nominate One Nodal Officer (Legal) at the Secretariat level, at the HOD level and at the District Collectorate level in the online format prescribed in the module for seamless implementation of the Andhra Pradesh Online Legal Cases Monitoring System (APOLCMS).

**6.** The following guidelines are communicated to all the Departments for immediate action.

- User Manual for using Module-I of APOLCMS portal is annexed to this order.
- Nomination has to be made by the concerned Special Chief Secretary/ Principal Secretary/Secretary to Government of the Secretariat Department for Secretariat level and at HOD level and the District Collector at the district level.
- The Special Chief Secretary/Principal Secretary/Secretary to Government of the department concerned shall register the Secretariat Nodal Officer (SNO)-Legal and the HOD Nodal Officer(HNO)- Legal & the District Collector shall register the Collectorate Nodal Officer (CNO)-Legal.
- All the Secretaries & the District Collectors shall register their respective Nodal Officers -Legal immediately in the system within (7) days.
- The hierarchy & staff detail in the system is as per hierarchy & employees details as provided for in *e-office*.
- If any Department is not using *e-office*, they will have to start using *e-office* since the registrations are being done through this system.
- As & when an employee who is registered as an Nodal Officer -Legal gets transferred, the change request procedure has to be followed & is explained in detail in the manual.
- For any queries, clarifications or support 9849596029/ abdullap@apcfss.in may be contacted.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**Dr. SAMEER SHARMA**
**CHIEF SECRETARY TO GOVERNMENT**

Encl: User Manual for Registration module of APOLCMS( https://apolcms.ap.gov.in)

**To**
All the Departments of Secretariat.
All HODs.
All District Collectors.
The Advocate General for the State of Andhra Pradesh, High Court Premises, Nelapadu, Amaravati, Guntur District.
The Additional Advocates General for the State of Andhra Pradesh, High Court Premises, Nelapadu, Amaravati, Guntur District.
All the Government Pleaders High Court of Andhra Pradesh.
The CEO, APCFSS.

**Copy to:** The P.S.to the Prl. Secretary to Hon'ble Chief Minister of Andhra Pradesh.
" " : The P.S to the Chief Secretary.
" " : s/f & s/c.

**// FORWARDED :: BY ORDER //**

for **SECTION OFFICER**